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Operations

MOBILIZATION PLANNING

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This instruction implements AFD 10-4, *Operations Planning*. It shows Air Force people how to plan and carry out mobilization but doesn't replace or supersede published joint guidance on mobilization. All agencies must use the DOD Master Mobilization Plan as the main planning document. Along with the USAF Personnel Readiness and Mobilization Handbook and the Deputy Chief of Staff for Personnel's Emergency Actions Book, this instruction augments Air Force mobilization planning. It applies to all Air Force and Air Reserve Component (ARC) activities that mobilize and deploy units and individuals.

SUMMARY OF REVISIONS

This revision aligns the instruction with the United States Code Annotated, Title 10-Armed Forces. A | indicates revisions from the previous edition.

1. Mobilization Planning Responsibilities. HQ USAF develops overall mobilization planning policy. Functional directorates will develop procedures for administrative support to active and selected Reserve units, individual reservists, and retirees. The following agencies are responsible for planning and programming:

1.1. Operations. The Deputy Chief of Staff/Plans and Operations (HQ USAF/XO) is responsible for Air Force mobilization planning and readiness.

1.2. Personnel. The Deputy Chief of Staff, Personnel (HQ USAF/DP), assisted by the Director, Air National Guard (NGB/CF) and Chief, Air Force Reserve (HQ USAF/RE), manages the activation of Air Reserve Component (ARC) personnel and retirees.

1.2.1. Military Personnel Policy. The Director of Military Personnel Policy (HQ USAF/DPX) develops plans, guidance, and procedures relating to volunteers and recalling, mobilizing, sustaining, and demobilizing the Air National Guard (ANG), US Air Force Reserve (USAFR), retirees,

and active force personnel. HQ USAF/DPX works these issues through the Contingency and Joint Matters Division (HQ USAF/DPXC) and its Air Force Manpower and Personnel Readiness Center (HQ USAF/CAT-MPRC).

1.3. Manpower and Organization. The Director of Programs and Evaluation (HQ USAF/PE) develops guidance and procedures for manpower and organizational requirements. Each gaining major command (MAJCOM) including HQ AFRES and the Air National Guard Readiness Center (ANGRC) ensures wartime manpower mobilization requirements and authorizations (including Individual Mobilization Augmentee [IMA] authorizations) are documented, and organizations are established using normal wartime manpower planning procedures.

1.4. Air National Guard. The Director, Air National Guard (NGB/CF) helps develop guidance and procedures for volunteerism, recall, mobilization, sustainment, and demobilization and carries out policies through the Air National Guard Readiness Center (ANGRC). Additionally, NGB/CF helps select ANG forces for Presidential Selected Reserve Call-Up (PSRC) and Partial Mobilization based upon his knowledge of unit readiness, training, and other special capabilities.

1.5. Air Force Reserve (USAFR). The Chief, Air Force Reserve (HQ USAF/RE) helps develop guidance and procedures for volunteerism, recall, mobilization, sustainment, and demobilization and carries out policies along with Headquarters Air Force Reserve (HQ AFRES) and Headquarters Air Reserve Personnel Center (HQ ARPC). HQ USAF/RE, through HQ AFRES, helps select AFRES forces for recall and partial mobilization based upon his knowledge of unit readiness, training and other special capabilities.

1.6. Medical. The Surgeon General, USAF (HQ USAF/SG) develops medical guidance for mobilizing of the medical service, including ARC medical units, elements, and individuals.

1.7. MAJCOMs will develop appropriate plans ensuring forces can mobilize to meet the force availability identified in USAF War And Mobilization Plan, Volume 3, Part 1, Combat Forces and Part 2, Support Forces.

1.7.1. MAJCOM/FOA's will develop ARC activation force lists for both first go and second go plans. These force lists will be for both PSRC and Partial Mobilization and will be updated every July. Guidance for force lists development is contained in the USAF Personnel Readiness and Mobilization Handbook, AFH 10-416.

1.7.2. HQ USAF/DPXC will initiate periodic mobilization tests to evaluate the personnel system.

1.8. Air Force and Reserve Component installations will develop plans ensuring the installation can mobilize all assigned forces.

1.9. HQ USAF along with HQ AFRES and ANGRG will evaluate mobilization policy, procedures, and systems at least twice a year. This evaluation may be part of a JCS mobilization exercise or an Air Force directed exercise. These exercises will provide a "no fault" opportunity to train and evaluate personnel and procedures that support mobilization planning. Conduct at least one exercise per year down to the unit/individual level. Use Total Quality Management principles to evaluate procedures, processes, and systems.

1.9.1. HQ USAF/DPXC will coordinate objectives and participants for these exercises. The objectives will be outlined by DPXC annually with detailed objectives included in JCS or Air Force Explans along with applicable exercise procedures.

2. Maintaining the Total Force Policy. The Total Force Policy means that both the Active and Reserve Components must be prepared to deploy at any time. In your mobilization plan, cover all degrees of volunteerism, call up, and mobilization which support OPlans and crisis action situations. With appropriate mobilization authority, selected units and personnel may be mobilized within 24 hours of notification.

2.1. Retain members ordered to active duty under mobilization authorities for the duration of their orders, subject to the needs of the Air Force and the nation.

2.1.1. The Air Force will use the Selected Reserve through Partial Mobilization. Involuntary use of active duty retirees and members of the Individual Ready Reserve (IRR) is restricted to critical Air Force specialties.

3. Handling Volunteers. Volunteers (ARC and Active Duty Retiree) can support any contingency/operation when authorized by the Secretary of the Air Force (SAF) under the applicable sections (12301 and 688) of Title 10 of the United States Code (U.S.C), United States Code Armed Forces, April 1995.

3.1. Make sure volunteers complete the period of active duty specified in their orders unless the commander having Operational Control releases them earlier.

3.1.1. Once PSRC or Mobilization is implemented, don't deploy volunteers (except transiting aircrews) to an area of responsibility (AOR) unless they volunteer for the required tour (as defined by the CINC) plus 30 days.

3.1.2. Follow procedures from HQ USAF/CAT-XOX during each contingency operation.

3.1.3. Activate IRR and Standby Reserve volunteers only under 10 U.S.C. 12304 and 12301 as appropriate. Activate Reserve retiree volunteers only under 10 U.S.C. 12301.

3.1.4. Don't use ARC volunteers if the period of active duty will put the individual (s) into active duty sanctuary (i.e., put the member(s) over 18 years of active duty military service).

3.1.5. According to its needs, the Air Force may recall or mobilize ARC members serving on voluntary tours. Don't allow volunteers serving in contingencies outside their units to return to their units for call up or mobilization without the gaining commander's consent. Organizational commanders who gain volunteers will not delay or prohibit the return of volunteers to their home stations as their orders expire.

3.1.6. Volunteers serving on active duty prior to PSRC or mobilization, to include advance cadres, must be relieved from active duty the day before the effective date on which the member is mobilized involuntarily. The organization responsible for publishing the members activation/mobilization orders will accomplish this task. In levels short of full mobilization, the involuntary active duty order (e.g., PSRC or Partial Mobilization) may also rescind the previous active duty order.

3.1.7. Activate ARC volunteers during a crisis situation by contacting the HQ USAF/CAT. The ANG and the AFRES are members of this CAT.

3.1.8. If the HQ USAF/CAT has not been activated, then ANGRC/XOOSO (DSN 858-6001) serves as the single POC for the ANG Volunteer Force Coordinator and HQ AFRES/DOOC (DSN 497-0680/0681) serves as the single POC for the USAFR Volunteer Force Coordinator. Both of these are available 24 hours a day and require coordination with HQ USAF/XOXW and HQ

USAF/DPXC, NGB/XO (for National Guard forces), and HQ AFRES/DOOC, HQ ARPC/PMC (for Reserve forces).

4. Activating the Reserve Call Up. Title 10, U.S.C., Section 12304, contains the Presidential Selected Reserve Call Up (PSRC) authority. This title authorizes the President to direct up to 200,000 members of the Selected Reserve involuntarily to active duty for up to 270 days.

4.1. When PSRC and Partial Mobilization is authorized, HQ USAF/CAT-XOXW will specify the effective date of PSRC/Partial Mobilization execution. Using MAJCOM or agency determines individual end dates by the member's start date, unless sooner relieved by proper authority. The effective hour of this action will normally be 0001 hours local.

4.1.1. Using MAJCOM or agency will order unit members to active duty at their home station. If an entire unit is activated, bring it on active duty at the assigned strength. Individual Mobilization Augmentees (IMA's) report to their unit of assignment unless ordered otherwise by the gaining MAJCOM/FOA or other authority.

4.1.1.1. Using MAJCOM or agency will not order members to active duty involuntarily for periods less than those prescribed in HQ USAF/CAT execution guidance.

4.1.2. The organizational commander exercising operational command over the unit/organization to which a recalled or mobilized reservist is assigned or attached for duty (at the mobilized or deployed location) has UCMJ authority and responsibility.

4.1.3. Gaining MAJCOMs (GMAJCOMs), in coordination with the appropriate ARC Headquarters, will develop ARC augmentation requirements and forward the request for volunteers/call up/mobilization to the HQ USAF/CAT.

4.1.4. HQ USAF/CAT-XOXW/MPRC, in coordination with AFPC, will consider all forces before recommending approval on any activation/mobilization requests.

4.1.5. Units, UTC's and IMA's of the Selected Reserve must be available to report within 24 hours of notification. Pre-trained Individual Manpower (PIM - Individual Ready Reservist (IRR), Standby Reserve and Retirees) are required by law a minimum of 5 days preparation time before beginning travel after receiving activation notification.

4.1.6. Under full mobilization, Active Air Force will assume operational and administrative control of the ARC forces.

4.1.6.1. For full mobilization, HQ ARPC forwards the master personnel record to AFPC and the field records group to the gaining military personnel flight.

4.1.7. Under less than full mobilization, the ARC will retain administrative control of unit personnel and IMA's while operational control passes to the Active Duty MAJCOM.

4.1.8. Under any level of activation, place IRR and active duty retirees under operational and administrative control of the Regular Air Force.

4.1.9. Follow instructions outlined in the USAF Personnel Readiness and Mobilization Handbook for centrally managed IMA's (Chaplain, Judge Advocate General (JAG) and Medical Personnel) along with IMA's assigned to Joint and/or External positions, National Security Emergency Preparedness (NSEP) positions and Pretrained Individual Manpower (PIM) resources the HQ USAF/CAT activates Joint/External IMA's.

4.1.10. Using MAJCOM or agency will release units, unit members, and IMA's from active duty no later than the end of tour date established by HQ USAF/CAT, regardless of the date of entry to active duty.

5. Push-Pull Mobilization. HQ USAF/CAT will determine requirements for Push-Pull mobilization.

5.1. The HQ USAF/CAT-MPRC will convene the Manpower, Personnel and Training working group to assess the Push-Pull implications and implementation. Upon approval, HQ USAF/CAT-MPRC provides detailed guidance to AFPC, HQ ARPC, HQ AFPC, and HQ AETC.

5.1.1. Following the completion of the first Push-Pull cycle, AFPC will advise the HQ USAF/CAT-MPRC of Push-Pull effectiveness in terms of producing resources to offset projected short-falls. In addition, AFPC will, if appropriate, recommend to the HQ USAF/CAT-MPRC other resource management actions that may be necessary if Push-Pull has not produced sufficient resources.

5.1.2. Stop Loss. See **Attachment 1**.

5.1.3. The Air Force will routinely seek Stop-Loss authority when members of the ARC are or will be placed on active duty involuntarily. HQ USAF/ CAT-MPRC will direct the actions required to implement Stop-Loss policy.

6. Funding During Mobilization. All stages of mobilization will require funding. Compute pay and allowances using the appropriate recall authority (volunteerism, PSRC, partial mobilization).

6.1. Use the 3500 appropriation account for pay and allowances for volunteers. Pay travel pay and per diem from the O&M account of the using MAJCOM .

6.1.1. Personnel perform all volunteer tours using MPA man-days. If MPA man-days are not available, HQ ARPC or the using MAJCOM may ask HQ USAF/DPPR to allocate additional MPA man-days to support volunteer duty for contingency operations. HQ ARPC receives all MPA man-days for the Medical, Legal, and Chaplain functional areas. MAJCOMs receive MPA man-days for the rest of the ARC.

6.1.2. PSRC tours are MPA man-day tours, and HQ USAF/DPPR will allocate man-days to the affected MAJCOMs or agencies based on the approved call up selection list. Return unused man-days allocated for PSRC to HQ USAF/DPPR.

6.1.3. Under partial mobilization, the 3500 appropriation funds initial travel and per diem, pay and allowances, and travel and per diem for return home upon demobilizing. The O&M funds of the using MAJCOM pay any travel or per diem entitlements accrued after reporting to the active duty location.

7. Demobilizing the Air Reserve Component. Successful deactivation requires coordination between the active duty MAJCOMs and the ANG, USAFR, AFPC and ARPC.

7.1. The Secretary of the Air Force may delegate deactivation authority to the MAJCOM commanders. Not all ARC members will be deactivated at the same time and processing actions will vary with the specific ARC category (i.e., unit, IMA, IRR, Standby Reserve, Retirees).

7.1.1. Using MAJCOM or agency will release personnel to home station when HQ USAF/CAT establishes a deactivation date. Operational control of personnel reverts to the ARC, unless the

individual has applied for retention on active duty (medical hold, personal hardship, etc.) or member is pending UCMJ action or serving a sentence imposed by court-martial authority.

7.1.2. Demobilization orders are not required. Use the demobilization date authorized by the applicable MAJCOM on the DD Form 214, **Certificate of Release or Discharge From Active Duty**, and the paid travel voucher to document demobilization.

7.1.3. Using MAJCOM or agency will demobilize ARC units and members when sufficient active forces are available to accomplish the mission. Follow instructions provided by HQ USAF/CAT.

7.1.4. Using MAJCOM or agency will not involuntarily separate members on the deactivation date who qualify for active duty sanctuary according to 10 U.S.C.12646. HQ USAF/CAT-MPRC will provide processing instructions for these members.

JOHN P. JUMPER, Lt General, USAF
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Attachment 1

GLOSSARY OF TERMS

Terms

Activation Force List—List of forces (units and individuals) required to augment the active force in support of specific OPLANs. Lists ARC and retirees needed for deployment, sustainment, backfill, and to build the Air Bridge. This is a living document.

Full Mobilization—Requires passage by the Congress of a Public Law or Joint Resolution declaring war or a national emergency. Provides authority to mobilize all reserve units and individuals in the existing force structure and the material resources to support the expanded structure.

Individual Mobilization Augmentee (IMA)— An individual reservist attending drills who receives training and is preassigned to an active component organization that must be filled on, or shortly after, mobilization. IMA's train on a part-time basis with these organizations to prepare for mobilization.

Individual Ready Reservist (IRR)— A member of the Ready Reserve not assigned to the Selected Reserve and not on active duty.

Mobilization—The process whereby a nation makes the transition from a normal state of peacetime preparedness to a warfighting posture. It involves the assembly, organization, and application of the nation's resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war.

Mobilization Plans— These plans detail responsibilities and procedures for accomplishing timely and effective mobilization. Programming data contained in the USAF WMP-3 and the USAF program series documents will be used as a mobilization planning base.

Partial Mobilization— Required to meet a war or a national emergency. The Congress or the President may augment the Active Armed Forces and mobilization of the Ready Reserve for up to 24 months. There is a limitation of up to one million total Ready Reserve.

Presidential Selected Reserve Call up (PSRC)—The President may augment the Active Armed Forces by a call up of Selected Reserve units and individuals for up to 270 days to meet requirements of an operational mission. He must notify the Congress and state reasons for this action. He is limited to no more than 200,000 total Selected Reserve members from all services.

Push-Pull Mobilization—The method of accelerating the mobilization of selected members of the PIM resource (IRR, Standby Reserve, and retirees) in anticipation of their need to fill wartime requirements. The Push-Pull process is intended to supplement the normal requirements based mobilization process (i.e. mobilization to meet requirements only as they become known)

Ready Reserve—The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law. (Title 10, United States Code, Sections 268, 12301, and 12302).

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty training.

Stop Loss— Authority which allows the President to suspend (stop-loss) provisions of the law relating to

retirements and separations (Title 10, United States Code, Section 12305a) during any period when members of any Reserve component are on active duty under involuntary PSRC or mobilization authorities.

Total Mobilization—Expands the Active Armed Forces by organizing and/or activating additional units beyond the existing approved force structure and the mobilization of all additional resources, including civilian facilities to round out and sustain such forces.

Volunteerism—Allows the Secretary of the Air Force to place the Air Reserve Component (ARC) Selected Reserve on active duty. This authority is usually used as a bridge to expand Active force capabilities while awaiting legal authority for Presidential Selected Reserve Call Up (PSRC).